

IA Awareness Campaign kicks off

By Cynthia M. Crowe
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Most people don't make a clear distinction between awareness, training and education. But the desired outcome of each is different. Awareness heightens the importance of a subject and points out possible consequences if people don't apply the prescribed policies and procedures. In regard to Information Assurance Awareness, it's necessary to explain what can happen to an organization, its mission and users if they fail to take security seriously.

Information Assurance training is more specialized and is tailored to a particular job. Anyone requiring access to the network needs to be licensed. Licensing requirements are outlined in Air Force Instruction 33-115, Volume II, Licensing Network Users and Certifying Network Professionals. In a training environment, the student actively participates and acquires

new insights, knowledge and skills. Education includes the type of in-depth training available from a technical school or a college course.

So why does the Air Force need Information Assurance Awareness Campaign 2001? Because the Air Force, needs to continuously stress the importance of maintaining information assurance at all levels. It's more likely for someone to remember something if they receive pieces of information throughout the year, rather than all in one month. Awareness can be made useful by addressing security issues that directly affect the users. The goal is to improve basic security practices, not to make everyone literate in all the jargon or philosophy of information assurance.

For example, when there's a change in network security policy, users can be notified with an e-mail message. Then, you can point them to your organizations Intranet, a Web page, or a hard drive where the entire policy can be found and reviewed. If you point out the

small changes, rather than requiring people to read the entire policy to find them, users will more receptive and better informed.

Effective awareness programs are designed on the premise that people tend to undergo a "tuning out" process. When was the last time someone stopped to look at the bulletin board they walk by every day? Maybe someone hung a new poster and people stopped just long enough to read it. But after awhile, no matter how well designed, the poster will be ignored. It will, in effect, simply blend into the environment. For this reason, effective awareness techniques should require creativity and frequent change.

Changing the mindset of users doesn't happen overnight. Ideally, it's continuous process that someday will help make information assurance a day-to-day practice in the Air Force.

(Crowe is a system security analyst, ARC Information Assurance Institute, Inc.)

What's the big IDEA?

Air Force awards money to airmen for ideas that save money, material, time, effort

By Master Sgt. James Broadwell
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What is the IDEA program?

The Innovative Development through Employee Awareness (IDEA) program is a productivity program designed to reap the benefits of employee experience and provide the employee with an award commensurate with the achievement.

Any individual, team or group may submit an IDEA. Outline a specific area for improvement, state a workable solution

and cite expected benefits to improve safety, service, effectiveness or efficiency. In most cases, an IDEA should save, modify, avoid, improve, rearrange, substitute, eliminate, reduce, increase or forestall.

Why submit an idea?

You could receive a monetary award for your IDEA. Ask yourself, is there anything about your job that is a waste of money, material, space or effort? If so, think of a better way and submit your idea and possibly

receive a monetary award. For every approved IDEA the submitter receives a \$200 cash award for intangible benefits, benefits that cannot be computed in specific monetary terms, and up to \$10,000 for a tangible savings, measurable, quantifiable savings that can be precisely identified, idea. In addition to the monetary award, you have also contributed to Air Force improvements.

Members can submit an IDEA

via the IDEA Program Data System (IPDS) on the web at <https://ideas.satx.disa.mil>. When submitting an IDEA, consider the following:

Concentrate on what you know best.

Respond to a situation that needs improvement.

Get all the facts: who, what, when, where, how and why.

Analyze the facts.

Highlight the best solution to the problem and suggest a course of action.

For more information call Master Sgt. James Broadwell at 782-4020.



New PFE study material on the way

RANDOLPH AIR FORCE BASE, Texas (AETCNS)—The Air Force Personnel Center recently announced that delivery of the new Promotion Fitness Examination Study Guide (Volume 1) and the new United States Air Force Supervisory Examination Study Guide (Volume 2) is expected to begin by April.

The first shipments will be sent to overseas locations. Both publications have a July 1 effective date and are the required study references for promotion cycle 01E9, as well as testing cycles 02E8, 02E6/7, and 02E5.

With the elimination of base publication distribution offices, base and unit Weighted Airman Promotion System monitors are responsible for ensuring study guides are provided to all enlisted members with an emphasis on those who are promotion-eligible.

The Air Force recently revised the WAPS testing schedule to reduce the waiting time between enlisted promotion testing and the promotion release dates. Another big change is the increase in time an airman has access to the proper testing materials.

Currently, the Air Force requires individuals have access to study materials for only 30 days to be required to test.

The new change requires that 30-day window be extended to 60 days. When there is a delay in the receipt of materials through no fault of the member, he or she will not be required to test until they have been granted 60 days to study.

Because of the requirement, WAPS monitors will first issue study guides to those eligible for promotion in the E-9 September 2001 testing cycle. Master sergeants testing in cycle 02E8 are second priority, staff and technical sergeants testing in cycles 02E6/7 are third priority, and the remaining enlisted population is fourth.

Each member receiving a study guide will sign for it, and those requiring replacement material (lost or damaged) will contact the unit WAPS monitor to get new study guides.

The study guides have been revised to reflect the most current information on Air Force programs, and a summary of changes is included with each volume.

The new study guides have been shipped and should be distributed to all Kunsan WAPS monitors around the end of April.

For more information about obtaining a copy of the PFE or USAFSE, contact the military personnel flight at 782-7219 or unit WAPS monitor.

Network Security Tips

A Network Assessment Security Team will be at Kunsan April 16 through May 9. The team will test the network and talk to users about security. Wolf Pack warriors are asked to stay alert and follow common computer and network security practices. Here are a few reminders:

-NEVER give your password to anyone over the phone or via e-mail.

-Set a password-protected screensaver on your computer that comes on after five minutes of inactivity.

-Don't write down passwords and keep them on or near your computer.

For network problems or more information about computer security, call the network control center help desk at 782-2666.